

MINISTRY OF THE ENVIRONMENT AND WATER RESOURCES

Senior Project Engineer Project Executing Unit

Job Description

Job Summary

The incumbent is required to work closely with the Project Coordinator /Project Engineer and manages the implementation of the project and ensure the engineering/technical objectives are met within schedule, cost and time requirements. Duties include: reviewing request for additional resources; reviewing estimates and drawings for accuracy/comprehensiveness; and monitoring the implementation of corrective action.

Reports To: Programme Coordinator

Supervision Given To: Project Engineer

Duties and Responsibilities

- Assesses needs of the project that are outside of the established project estimates by conducting site visits to verify initial scope of works and to determine preparatory works required.
- Determines labour requirements in consultation with contractors and forwards to the Project Coordinator for approval.
- Approves all equipment requirements for project based on the established estimates.
- Reviews project estimates and drawings to verify comprehensiveness and makes recommendations for modifications.
- Monitors project performance to verify adherence to time, cost, quality and regulatory compliance and take corrective action.
- Reviews all materials requisitions and call-off orders to verify compliance with bulk list.
- Reviews Site Visit Quality Reports to verify compliance with specifications and recommends corrective action when necessary.
- Monitors and evaluates the implementation of corrective action for time, cost, quality and regulatory non-conformance to determine project delivery improvements.
- Establishes and coordinates safety committees to improve the levels of compliance with established safety standards (OSH Act).
- Reviews and verifies the accuracy of required daily reports for input into relevant software.
- Prepares project progress reports.

- Completes relevant close-out documents in keeping with established procedure and templates.
- Performs any other related duties

Knowledge, Skills and Abilities

- Working knowledge of FIDIC contract requirements
- Strong analytical, problem solving and decision making skills
- Excellent communication skills
- Skills in preparing plans, proposals and reports
- Ability to build and maintain effective working relationships
- Ability to develop innovative and practical solutions to technical problems
- Ability to lead and influence a multi-disciplinary team
- Ability to handle multiple assignment simultaneously

Minimum Qualifications and Experience

- Masters of Science Degree in Civil Engineering or a related discipline
 - Project Management certification
 - Registered with the Trinidad and Tobago Board of Engineering
 - Minimum of ten (10) years experience in civil engineering/construction industry with five (5) years in a project environment
- OR
- Any equivalent combination of training and experience